

Student Name: _____

Business: **B&C Electronics**

Transferable Job Skills: *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

Specific Job Skills: *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Peek out a satellite dish		
Pull cable		
Install DSS system		
Mount DSS satellite		
Install speakers		
Install traps and power supply		
Site survey		
Antenna system		
Install satellite receiver		
Watch training		
Install traps and power supply		
Adjust, repair, and move TV stations		
Work on an intercom system		

Supervisor Signature _____

Date _____